



NEWPORT CITY COUNCIL
iTRENT EMPLOYEE SELF SERVICE (ESS)
USER GUIDE

VERSION 1.0 (JANUARY 2013)



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INTRODUCTION

Employee Self Service (ESS) is a module of the iTrent integrated HR and Payroll system that is managed by Newport City Council. ESS is a secure web based interface that enables employees to take ownership of their information and will be accessible to every employee of the Council.

The benefits of Employee Self Service include:

- View, amend and add your personal information
- View your current and historical employment information
- View and amend your bank details
- View, save and print your current and historical (last 12 months) payslips
- View and print your P60 (Annual Pay Summary)
- View your absence history
- View your learning history

GETTING STARTED

To access Employee Self Service you will need a computer with access to the NCC Corporate IT network.

Open your internet browser (Internet Explorer) and select Employee Self Service from your Favourites. Alternatively, navigate to the My Employment Project web page via <http://inraweb/mywork/> and click on the Employee Self Service Login link.



The login screen has a blue background with the 'my employment' logo at the top. It contains three input fields: 'User name', 'Password', and 'Contact administrator'. Below the 'User name' field is a link 'Forgotten user name?'. Below the 'Password' field is a link 'Forgotten password?'. Below the 'Contact administrator' field is a 'Login' button. At the bottom, the text 'Employee Self Service' is displayed in large white letters.

Your username is your 6 digit Payroll Reference Number (sometimes known as Staff Number) and can be found either on your paper payslip or your Employee ID card.

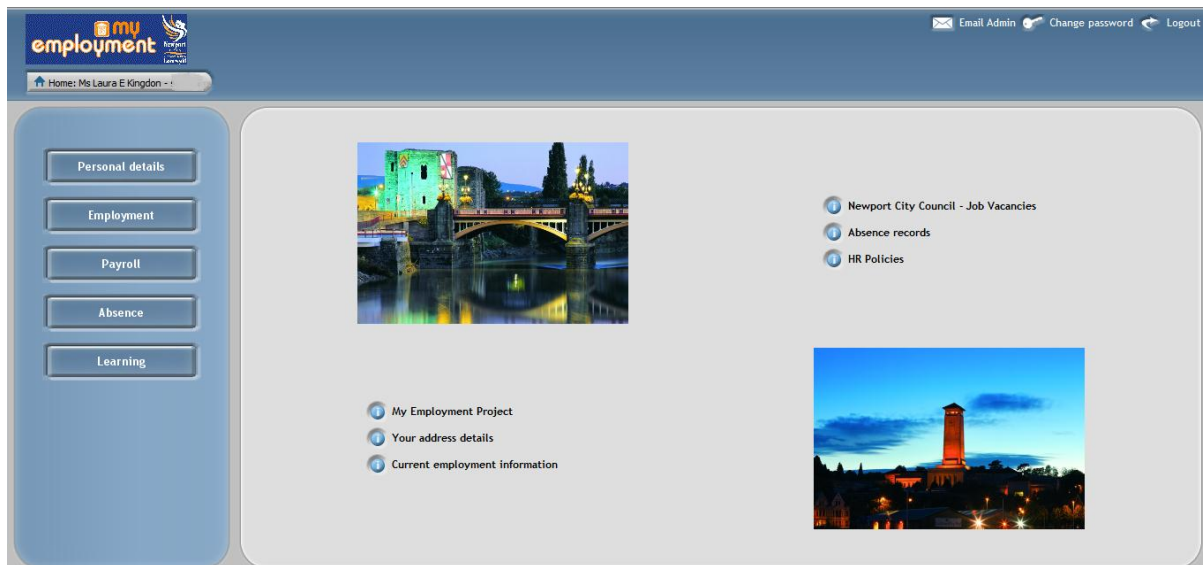
Initially, we are setting all passwords to a combination of National Insurance (NI) Number and full year of birth. Your NI number can be found on your paper payslip or any documentation received from HMRC.

Forgotten user name – enter your email address and we will send you your user name.

Forgotten password – answer your memorable question and you can reset your password (this can only be done if you have set up your memorable info).

Contact administrator – this will allow you to send an email to the IT Helpdesk. Alternatively, you can call them on 2100.

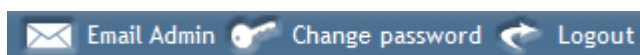
HOMEPAGE



You have successfully logged into Employee Self Service. The buttons on the left of the home page provide links to the information Newport City Council stores about you.

The links in the main part of the home page provide shortcuts to information that maybe useful to the employee, including the Web Recruitment portal, HR policies and the My Employment Project web page.

SYSTEM ADMINISTRATION



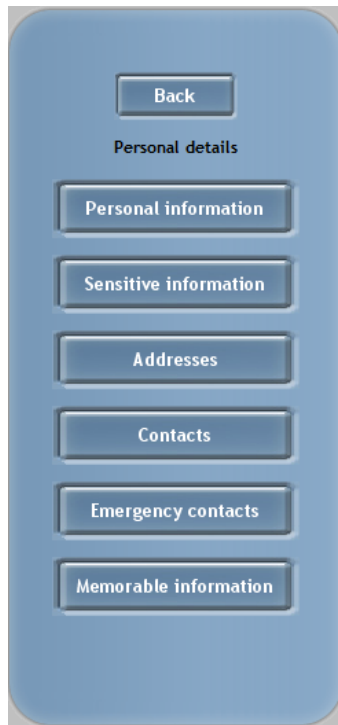
Email Admin – this will send an email to the Trent Helpdesk.

Change Password – change password. All users should be required to do this upon logging in for the first time.

Logout – this will disconnect you from the system. Please close the browser.

PERSONAL DETAILS

Clicking on the Personal Details button will allow you to view (and soon update) your personal details.



Personal information – includes your name and other basic.

Sensitive information – disabled and marital status.

Addresses – postal address.

Contacts – personal email address, home phone number, mobile phone number.

Emergency contacts – who would be contacted 'just in case'?

Memorable information – will allow you to reset your password, should you forget.

EMPLOYMENT

This section includes information about your current and previous employment history, including reporting manager and working hours.



Please note. Reporting manager is in the process of being updated throughout iTrent and may not currently be correct.

PAYROLL

Online payslips will be made available from February 2013.

ABSENCE



Sickness dates – view your sickness absence history.

Other dates – view other absences recording in iTrent including maternity and paternity.

LEARNING



This lists all of the training you have been on through one of the Council's training departments including Corporate and IT (now My Development).